NAVSUBSCOLINST 5090.1C
N14
19 Oct 98

NAVSUBSCOL INSTRUCTION 5090.1C

Subj: HAZARDOUS MATERIAL CONTROL AND MANAGEMENT PLAN (HMCM)

Ref: (a) 29 CODE OF FEDERAL REGULATIONS (CFR) 1910.1200
(b) OPNAVINST 5090.1B
(c) OPNAVINST 5100.23B
(d) CNETINST 5100.5A
(e) SOPA(ADMIN)NLONINST 6280.1E
(f) SOPA(ADMIN)NLONINST 5090.2C
(g) NAVSUBSCOLINST 5100.17A, CH2
(h) NAVSUBSCOLNOTE 5090 of 26 JAN 96
(i) NATIONAL FIRE PROTECTION ASSOCIATION TITLE 30
(j) SUBASENLONINST 5100.9L
(k) SOPA(ADMIN)NLONINST 4090.6
(l) Memorandum of Agreement NSSF CHRIMP/NAVSUBSCOL

Encl: (1) Definition of Terms
(2) Hazardous Material Flow Chart
(3) Hazardous Waste Disposal Flow Chart
(4) Transcript of Memorandum of Agreement
(5) Addition to AUL Justification
(6) Hazardous Material Building Inspection Guide
(7) Compatibility Chart
(8) Hazardous Material Inventory Sheet
(9) Spill/Release reporting procedure
(10) Satellite Site Inspection Sheet
(11) Accumulation Site Inspection Sheet

1. Purpose. To establish policy, responsibilities and procedures for Hazardous Material (HM) acquisition, use, storage, training and inspection requirements in accordance with references (a) through (l).

2. Cancellation. NAVSUBSCOLINST 5090.1B. This instruction has been revised extensively and should be read in its entirety.

3. Scope. This instruction applies to all personnel, military, civilian or contractor, working at Naval Submarine School. These procedures will be applied to all HM procured and used regardless of its source.

4. Definition of terms. See enclosure (1).

5. Procedural Flow Charts. Hazardous Material acquisition procedures and Hazardous Waste Disposal procedures are listed in enclosures (2) and (3).

6. Discussion

a. General. Material normally thought to be safe may become hazardous under certain use, storage or environmental conditions. Therefore, it is essential that controls and precautions be taken to ensure adequate protection of personnel and the environment.

b. Policy. All HM will be identified, labeled properly and neatly, and stored compatibly. Material Safety Data Sheets (MSDS) will be maintained in the space where the material is stored.

(1) Personnel handling or using HM will be trained to understand labeling requirements, storage requirements, potential danger of exposure, use of all necessary Personal Protective Equipment (PPE), emergency reporting and spill procedures and HW disposal. Training requirements are detailed in reference (g).

(2) All HM stored/used will appear on the Authorized Use List (AUL). **No new HM will be introduced into NAVSUBSCOL without first being approved by the HMCM Program Officer.** HM will not be stored at any location except as authorized by location in the AUL.

(3) If material is found that does not appear on the AUL, the Departmental HMCM Representative will be notified and will bring this material to the attention of the HMCM Program Officer.

7. Responsibilities

a. Hazardous Material Control & Management Committee, consisting of the HMCM Program Officer, Safety Officer, and Departmental HMCM Representatives will:

(1) Meet as scheduled by the HMCM Program Officer.

(2) Make recommendations to the Commanding Officer on industrial health, hygiene policies, environmental concerns and integration of shore activities programs into a coordinated all aspects of the HMC&M program, safe practices, training, HMCM action plan.

(3) Upon approval of a new HM that must be ordered by means other than the Navy Stock System and is judged to be a superior or safer HM than one already in use, ensure the Commanding Officer signs the request as directed in reference (c).

b. HMCM Program Officer will be the NAVSUBSCOL Staff Civil Engineer who will:

(1) Develop and maintain the AUL.

(2) Maintain the Hazardous Material Information System (HMIS) and provide MSDSs as required.

(3) Ensure all mishaps involving HM are reported to SUBASE Environmental and Fire Departments.

(4) Conduct annual Self Environmental Compliance Evaluations (ECE).

(5) Maintain the chlorofluorocarbon (CFC) inventory.

(6) Maintain records of all HMCM Committee meetings and actions.

(7) Approve storage locations of HM and HW.

(8) Ensure enclosure (5) additions or deletions of HM are routed through CHRIMP to ensure AUL modifications.

c. Supply Officer will:

(1) Order all hazardous material via the Supply Department CHRIMP Center who will process and barcode all material. All HAZMAT requisitions will be shipped to:

CHRIMP Warehouse
Naval Submarine Base
BLDG 78
Groton, CT 06349
Phone: 694-4113/4428

Subsequent issue or pick-up may be made by phone, fax, or walk-through.

d. Department Heads shall designate Departmental HMCM Representatives and Supervisors in writing, and ensure they implement all aspects of the program.

e. Departmental HMCM Representatives (usually the Department Repair Parts Petty Officer) will:

(1) Ensure only authorized HM is ordered, stored and used in areas under their cognizance using the AUL.

(2) Ensure requests for additions to or deletions from the AUL are routed through the HMCM Program Officer using enclosure (5).

(3) Ensure only minimum quantities of HAZMAT necessary to perform tasks are held in inventory.

(4) Submit monthly hazardous material usage reports, via the HMCM Program Officer, in accordance with reference (l).

(5) Conduct semi-annual inspections utilizing enclosures (6) and (7). Results and any corrective actions taken will be forwarded to the HMCM Program Officer. These inspections are due July and December.

(6) Ensure all flammable/corrosive lockers meet requirements of section 8.c. of this instruction.

(7) When notified by the RPPO about a change of MSDS or manufacturer, provide the new MSDS to the HMCM Program Officer and ensure that it is on file in the applicable MSDS binders.

f. Building Manager shall:

(1) Maintain an MSDS for all HM in the building and place a binder containing copies at the Quarterdeck to be provided to the Fire Department in an emergency.

(2) Read and become familiar with all MSDS for HM they will come in contact with, to better train their assigned personnel. Ensure documentation of this familiarization is maintained in the front of the MSDS binder.

(3) Assist Departmental HMCM Representative in conducting semi-annual inspections.

(4) Ensure all contractors hold MSDSs for all HM on site.

(5) Train assigned cleaning personnel on the HM prior to use. On completion of training, documentation will be maintained in the front of the MSDS binder.

g. Work Center Supervisors shall:

(1) Train personnel on the HM with which they will come in contact. Ensure this training is documented.

(2) Ensure HM is compatibly stored using enclosure (7).

(3) Ensure proper safety measures are taken with respect to the HM being used.

(4) Report HM spills and releases in accordance with enclosure (9).

h. Repair Parts Petty Officers shall:

(1) Order only HM in the Navy stock system. All open purchase requests for new HM must be justified as superior and signed by the Commanding Officer.

(2) Utilize CHRIMP for ordering HM. This may result in cost reduction if CHRIMP has the material declared as excess. All HM requests must go through CHRIMP for AUL verification and shelf-life management purposes.

(3) Upon receipt of HM, inspect shelf-life of each item to verify the item will be used before expiration based on usage rate for that item. Use the first-in, first-out method of rotation.

(4) Ensure MSDSs accompany all HM received.

i. CHRIMP Center will:

(1) Provide service to NAVSUBSCOL as stated in enclosure (4).

(2) Operate customer service hours for issuing and receiving HAZMAT during the hours of 0730-1600 Monday through Friday. Emergency or weekend service will be provided by duty personnel.

(3) Issue material only to command authorized personnel.

(4) Issue materials in only the smallest unit of issue for maximum utilization. Also agrees to provide an accurate Material Safety Data Sheet (MSDS) with all HAZMAT issued when the required information is not already in possession of the customer.

(5) Maintain and manage the Master Authorized Users List. Initiate and route via proper chain of command new requests for Hazardous Material. Delete and add Hazardous Material as required from/to the AUL.

(6) Maintain and manage the Master MSDS Library. Assign unique identifiers to manufacturer’s MSDSs.

(7) Provide an itemized receipt with each delivery to be signed by both delivering and receiving parties.

(8) Manage and audit HSMS to provide SUBASE Environmental with the best possible data for their reporting requirements.

(9) **Not** assume responsibility for hazardous waste disposal, as this responsibility still lies with the various customer commands.

j. Contracting Officer's Representative (COR) will ensure that contractors comply with this instruction.

k. Contractors

(1) Contractors with recurring service type contracts shall comply with this program except they may purchase materials they need without going through the HMCM or Navy Supply. MSDSs must be provided to the HMCM Program Officer as soon as the material is brought on board and added to the inventory. Inventory, proper stowage, SARA reporting and flammable stowage will comply with this program. Contractors also will provide the NAVSUBSCOL HMCM with a copy of their Hazard Communication Program.

(2) One-time contractors will maintain MSDSs for all HM used on the job.

l. Hazardous Waste Site Coordinators/Alternates

(1) Will be military members assigned to the department generating the waste; will be appointed by the HMCM Program Officer in writing, and will sign a letter of acknowledgment accepting responsibility.

(2) Ensure the Hazardous waste site is in compliance with reference (f).

(3) In the case of waste being generated by contractors, the department(s) whose training is being supported will provide military members as site coordinators. In the event that multiple departments are being serviced, the senior department will provide the primary, and junior departments will provide alternates.

(4) Attend initial training and annual refresher training given by NAVSUBASE.

(5) Ensure all NON-REGULATED Hazardous Waste Streams are in compliance with reference (f). Current NON-REGULATED HW streams are Rag Recycling and Alkaline batteries.

(6) Conduct monthly inspections on assigned Satellite and Accumulation sites using enclosures (7) or (8) and maintain inspection reports in the site binder for at least one year. These inspections are in addition to requirements in reference (f).

m. All Hands shall:

(1) Review the MSDS for each HM in the work place prior to use. Areas of the MSDS to be reviewed are Health Hazard Data, Precautions for Safe Handling and Use, and Control Measures.

(2) Follow good housekeeping practices to reduce the amount of HW.

(3) Ensure all excess HM removed from stowage for use is returned upon completion of task.

(4) Notify the work center supervisor immediately of a spill/release of HM.

(5) Notify departmental HMCM when a less hazardous material can be substituted.

(6) Identify incorrectly handled HW streams to the HMCM Program Officer.

8. General Requirements

a. Labeling and Stowage of HM: All HM containers will be identified and labeled properly in accordance with reference (g). All spaces containing Hazardous Material will contain the following information in a clearly labeled binder placed in a visible location.

(1) An MSDS for each item being held in the space.

(2) A copy of the current NAVSUBSCOL AUL with each item highlighted to correspond with building, room number and authorized user code. A departmental, building or code inventory printout is acceptable and available through the HMCM Program Manager.

(3) All HM will be stored neatly in clearly marked containers satisfying enclosure (6) and compatibly in accordance with enclosure (7).

(4) Copies of the completed and signed Justification For Addition To Authorized Use List, enclosure (5), will be attached to the MSDS for material that has been acquired and authorized but not yet included on the signed AUL.

b. Flammables. For the purposes of this instruction combustible/flammable liquids are considered HM and will meet all requirements set forth for HM as stated in this instruction. Classifications of chemicals are listed in enclosure (1). In addition:

(1) All flammable/combustible liquids having a flash point of 140 degrees Fahrenheit and below shall be stored in an approved flammable liquid storage cabinet and shall be in an approved safety container if not in its original container.

(2) The quantity of flammable/combustible liquids having a flash point of 140 degrees Fahrenheit and below, and to include aerosols, that may be held outside of an approved storage room or cabinet shall not exceed **ONE DAY'S** use and shall be returned to proper storage at end of work day.

(3) Combustible liquids with a flash point over 140 degrees Fahrenheit but less than 200 degrees Fahrenheit may be stored out of an approved storage cabinet but shall not exceed 60 gallons in quantity.

(4) No Class I flammable shall be stored in basement areas. (Basement to be defined by the Building's Fire Inspector).

(5) All areas of flammable/combustible storage shall be marked with NO SMOKING.

(6) No materials with a flash point below 200 degrees Fahrenheit will be stored in machinery, equipment or electrical/ switchboard/transformer rooms.

(7) Containers of Class I liquids stored outside of a flammable liquid storage locker shall not exceed a capacity of 1 gal (3.8L). Exception: Safety cans shall be permitted up to a 2-gal (7.6-L) capacity.

(8) Not more than 10 gal (37.8 L) of Class I and Class II liquids combined shall be stored in a room outside of a flammable liquid storage cabinet unless in safety cans.

(9) Not more than 25 gal (94.6 L) of Class I and Class II liquids combined shall be stored in a room in safety cans outside of a flammable liquid storage cabinet.

(10) Not more than 60 gal (227 L) of class IIIA liquids shall be stored outside of a flammable liquid storage cabinet.

(11) In unprotected storage areas, the total aggregate quantity of Classes IB, IC, II and IIIA liquids in any combination shall not exceed the amounts given above.

(12) Unless otherwise approved by the HMCM Program Officer and Safety Officer in writing, no more than 1 gallon of combustibles, or 1 pint flammable, or no more than 1 gallon total may be stored in an office or classroom.

c. Flammable/Corrosive Storage Lockers. No more than three flammable/corrosive storage lockers shall be in one room unless separated by 100 feet or if being used to store other than flammable materials. Also the following maintenance will be performed monthly on flammable/corrosive storage lockers and annotated on a PMS record sheet attached to the door of the locker:

(1) Inspect outside of cabinet door for warning labels in RED lettering, stating "WARNING NO SMOKING NO OPEN FLAMES", and for clearly visible label providing storage instructions.

(2) Inspect cabinet, handle, door, gasket, and self-closing mechanism for damage and corrosion, as applicable.

(3) Ensure closing rate of hydraulic closure mechanism is adjusted to provide sufficient force to initiate complete closure with a firm, positive engagement of cabinet door latching assembly, if applicable.

(4) Inspect drip tray and shelves for damage and corrosion as applicable.

(5) Ensure portable fire suppression equipment is within 15 feet of locker. Ensure access to extinguisher is unobstructed.

(6) Remove spilled materials by absorbing with absorbent material and remove with brush and dustpan; bag for disposal in accordance with NAVSUBSCOL instructions.

(7) Wipe spilled area with rags and cleaning solvent, allow to evaporate dry.

(8) Transfer contents of damaged containers to undamaged containers and ensure proper labeling. Extend or discard materials with expired shelf life in accordance with NAVSUBSCOL instructions.

d. Hazardous Waste (HW). Spent HM is typically considered HW. HW shall be collected in a segregated manner according to waste type. Mixing of waste types is not a safe practice and does not facilitate disposal. Anyone collecting waste on a regular basis must have an approved satellite/accumulation area/recycling contract, spill contingency plan, and be trained in the proper management of that area. Questions concerning HW should be directed to your departmental coordinator or the HMCM Program Officer.

e. Empty Containers

(1) Empty containers that have not contained P listed material per reference (f) (empty being defined as dry and not containing any residue) and **five gallons or less** may be handled as follows:

(a) Metal cans - place in recycling dumpsters

(b) Plastic containers - place in trash

(2) ALL empty containers **GREATER THAN FIVE GALLONS but LESS THAN FIFTY-FIVE GALLONS** will be delivered to building A85 for disposal by NAVSUBASE. No paperwork is required.

(3) All containers **FIFTY-FIVE GALLONS OR GREATER** will be turned in to building A85 with a completed 1348-1 and an MSDS for the material that the container previously held.

f. Toner/Ink Cartridges

(1) All toner cartridges supplied by the current copier contract are received with return mailing labels. Expended cartridges are to be returned to the manufacturer as soon as possible.

(2) All other toner/ink cartridges used in NAVSUBSCOL owned printers and copiers will be returned to the U.S. NAVY as they are government property. When ordered through the Navy Stock System, these cartridges will come with mailing labels.

K. B. LEAHY

Distribution:
CD ROM

# DEFINITION OF TERMS

Authorized Use List (AUL). Approved hazardous material list developed to assist personnel in ordering material deemed necessary to perform the command's mission and to comply with the Hazard Communication Standard.

Consolidated Hazardous Material Re-utilization, Inventory, and Management Program (CHRIMP). Currently under the cognizance of NSSF, but soon to fall under SUBASE Supply, the CHRIMP is dedicated to cataloging, managing, and rotating HM for best possible utilization, maintaining a master Allowance Use List and master MSDS library for all customers in their program, providing customers with needed HM at no cost provided they have useable HM declared as excess, and providing storage of excess HM to ensure participating commands maintain as low a HM inventory in their buildings as is necessary to operate.

Excess Hazardous Material (EHM). Ready-for-issue material classified as HM and no longer needed by the activity or which is over the allocated amount to be stored. This material is not a hazardous waste. Excess material will be redistributed or turned into DRMO for reimbursement.

Flammables

a. Combustible Liquid means any liquid having a flash point at or above 100°F (37.8°C). Combustible liquids shall be divided into two classes:

(1) Class II liquids shall include those with flash points at or above 100°F (38.8°C) and below 140°F (60°C).

(2) Class III liquids shall include those with flash points at or above 140°F (60°C). Class III liquids are subdivided into two subclasses:

(a) Class IIIA liquids shall include those with flash points at or above 140°F (60°C) and below 200°F (93.3°C).

(b) Class IIIB liquids shall include those with flash points at or above 200°F (93.3°C).

b. Flammable liquid means any liquid having a flash point below 100°F (38.8°C). Flammable liquids are known as Class I liquids. Class I liquids are divided into three classes:

(1) Class IA shall include liquids having flash points below 73°F (22.8°C) and having a boiling point below 100°F (37.8°C).

(2) Class IB shall include liquids having flash points below 73°F (22.8°C) and having a boiling point at or above 100°F (37.8°C).

(3) Class IC shall include liquids having flash points at or above 73°F (22.8°C) and below 100°F (37.8°C).

Hazardous Chemical. Any chemical that is a physical hazard or a health hazard per 29 CFR 1910.1200 8 and with some exceptions as specified in the Community Right to Know Law of 1986 (Super Fund Amendments and Re-authorization Act (SARA), Title III).

Hazardous Material (HM). Any material that:

a. Is regulated as a Hazardous Material per 49 CFR 173.2, or

b. Requires a Material Safety Data Sheet (MSDS) per 29 CFR 1910.1200, or

c. During use, treatment, handling, packaging, storage, transportation or disposal meets or has components which have the potential to meet the definition of a Hazardous Waste as defined by 40 CFR 261 Sub-parts A, B, C, or D. Designation of a material by this definition, when separately regulated or controlled by other instructions or directives, does not eliminate the need for adherence to tight hazard-specific guidance which takes precedence over this instruction for "control" purposes. Such materials include ammunition, weapons, explosives, explosive actuated devices, propellants, pyrotechnics, chemical and bio-logical warfare materials, medical and pharmaceutical supplies, medical waste and infectious materials, bulk fuels, radioactive materials, and other materials such as asbestos, mercury and polychlorinated biphenyl (PCBs). Nonetheless, the foregoing materials should be considered hazardous to the extent personnel exposure may occur incident to manufacture, storage, use and demilitarization of these items.

Hazardous Material Information System (HMIS). A computer based information system developed to accumulate, maintain and disseminate important characteristics of hazardous material which exist throughout the DOD.

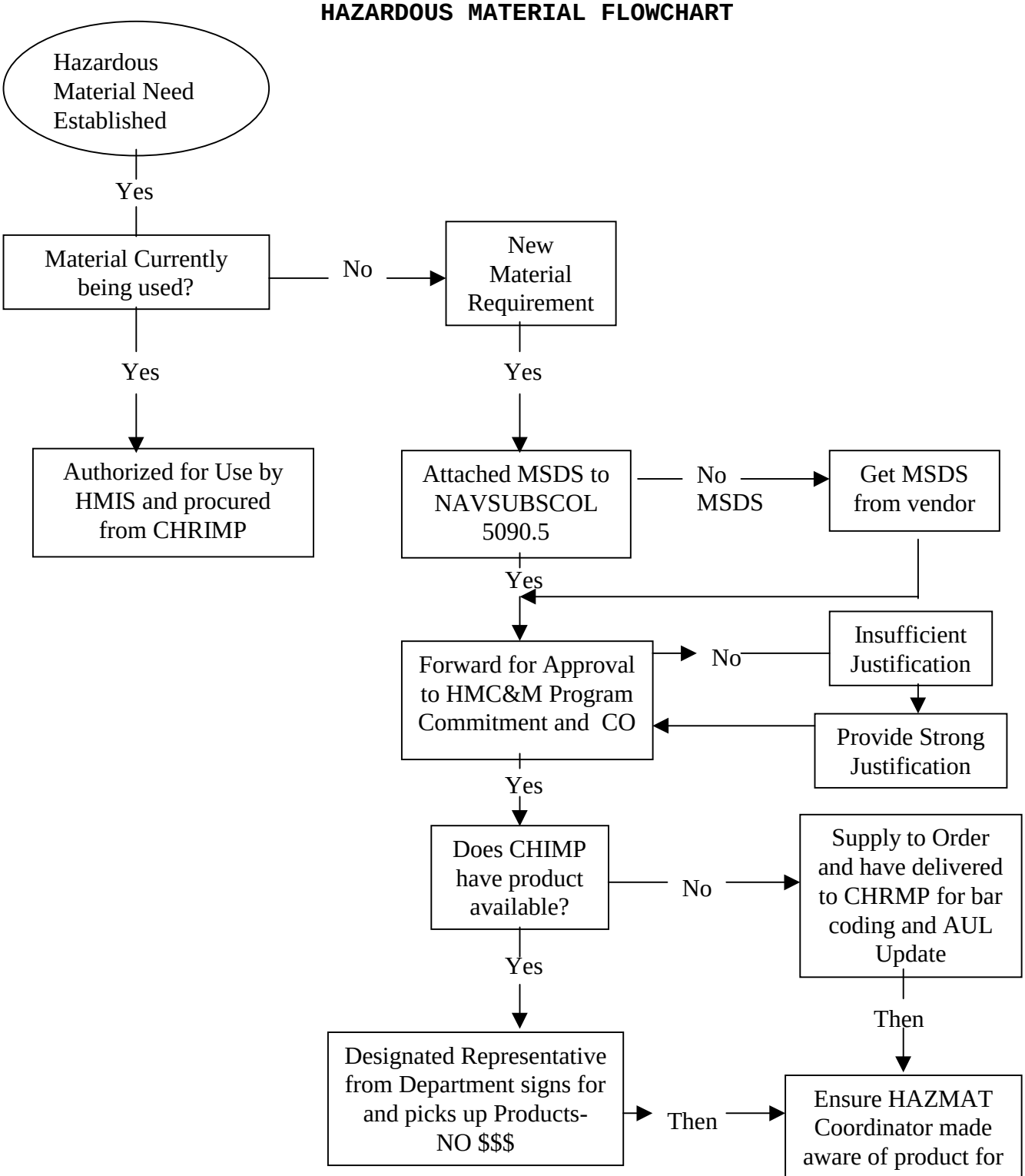
Hazardous Substance Management System (HSMS). A centralized system to manage and reutilize material. This material was previously thrown away, but through shelf-life management, shelf-life extension, and material rotation, more of this material can be used, resulting in a savings to the consumer. HSMS provides a centralized MSDS library, as well as HM reporting requirements to afford SUBASE Environmental, state and local EPA with the best possible data.

Hazardous Waste (HW). Any discarded or abandoned hazardous substance as defined in 40 CFR 261 or applicable state regulations. It may include discarded liquids, semi-solids, solids or containerized gaseous materials. Hazardous waste does not include EHM with expired shelf-life unless determined as such by the Defense Reutilization and Marketing Office (DRMO).

Hazardous Waste Minimization (HAZMIN). The reduction/ elimination of a waste stream through process changes, procedure changes, hazardous material substitution, recycling, treatment of HW and equipment modification and repair.

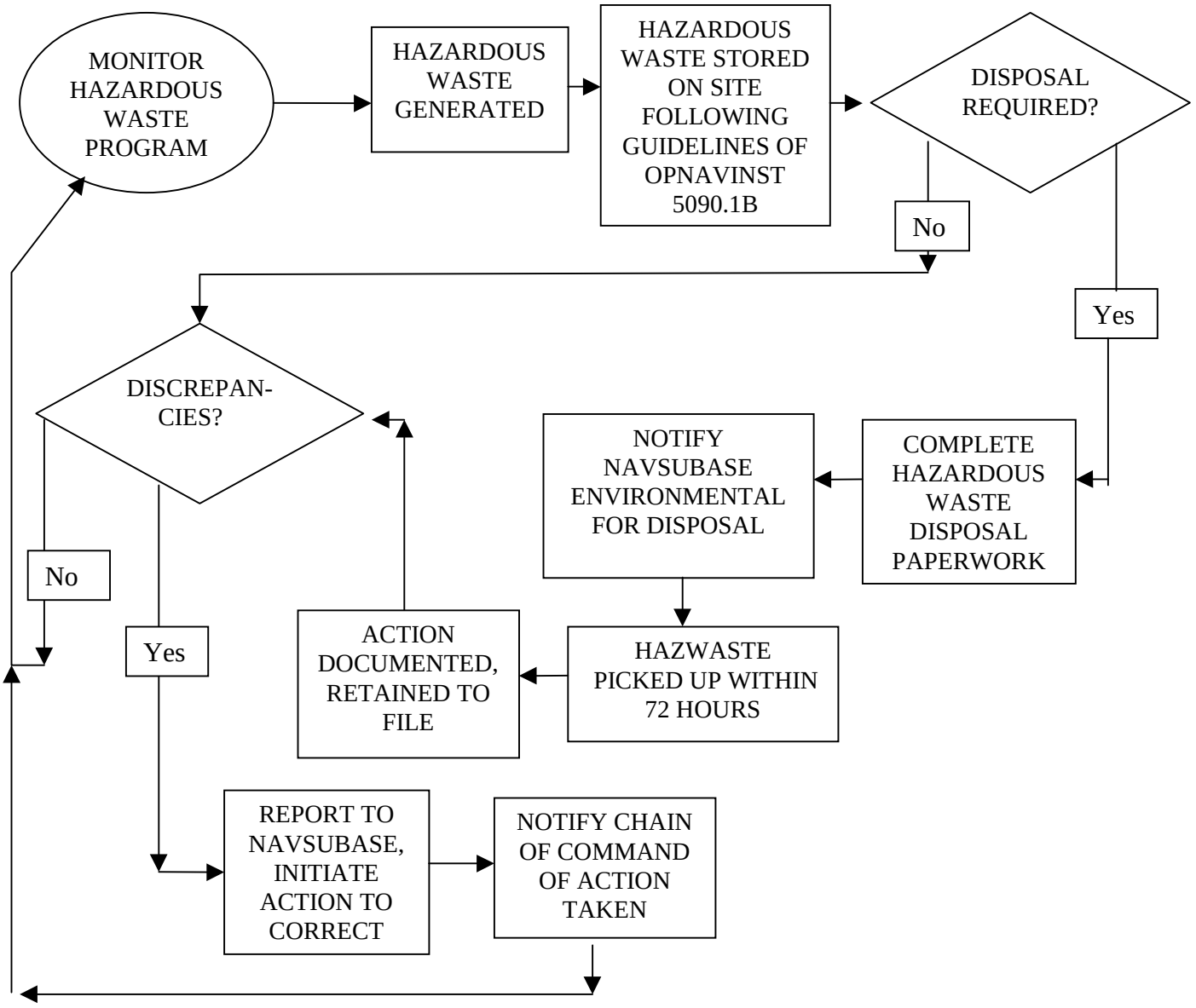
Material Safety Data Sheet (MSDS). A Material Safety Data Sheet, OSHA form 174 or an equivalent form containing the identical data elements, must be used by manufacturers of chemical products to communicate to users the chemical, physical and hazardous properties of their product to comply with the OSHA Hazard Communication Standard, 29 CFR 1910.1200. The completed form identifies key information on the product: name, address and emergency contact for the manufacturer; the identity of hazardous ingredients: physical/chemical characteristics; fire and explosion hazard data; reactivity data; health hazard data; precautions for safe handling and use; and control measures.

**HAZARDOUS MATERIAL FLOWCHART**




PROCESS OWNER: DC1(SW) WILLIAMS
DSN: 694-2159

**MONITOR HAZARDOUS WASTE PROGRAM PROCESS CHART**




PROCESS OWNER: DC1(SW) WILLIAMS
DSN 694-2159

(The following is not the original Memorandum of Agreement, rather, it is a verbatim transcript of the original MOA. The following is not meant to be binding to either party, but is meant to be informative only.)

"Memorandum of Agreement
Between Naval Submarine Support Facility
and
Naval Submarine School"

Purpose:

This Memorandum of Agreement establishes the guidelines by which the Naval Submarine Support Facility will operate a Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP). Parties to this MOA entered into, between Commanding Officer, Naval Submarine Support Facility and NAVSUBSCOL, herein agree that, in accordance with Chief of Naval Operations mandates and regional hazardous material management consolidation initiatives, NSSF shall provide hazardous material management services for NAVSUBSCOL in accordance with the Consolidated Hazardous Reutilization and Inventory Management Program.

Terms:

Effective date: When signed by last signatory.

Time period: To remain in effect until cancelled by mutual agreement of the parties or superceded by higher authority. Reviews and changes to be made as necessary and as agreed by both parties.

Responsibilities:

Customer:

Will order all Hazardous Material (HAZMAT) via the NSSF Supply Department CHRIMP Center.

Agrees to provide a current inventory of all hazardous material and to turn into the NSSF HAZMIN center all hazardous material in excess of a 5 to 10 day supply. Only reusable and in demand material will be accepted. All other will be turned in by the Department for proper disposal.

The customer will hold no more than a 5 day supply of hazardous material. At the completion of the maintenance task, or at the end of the 5 or 10 day on-hand limit, the customer will arrange for the return of any unused portion of the material.

Will process all required HAZMAT requisitions via the CHRIMP Center and to have all the material delivered to the CHRIMP Center for barcoding and issuing to the requested department. All HAZMAT requisitions will be shipped to:

CHRIMP Warehouse
Naval Submarine Base
BLDG 78
Groton, CT 06349

Submit a request for issue/pickup via phone, fax, or walk-through.

Will request only material on a current Authorized Use List (AUL).

Agrees to assign a HAZMAT Coordinator and Alternate to maintain working stock levels, provide for HAZMAT item segregation according to material classification (flammable, acid, corrosives, etc.), ensure AUL compliance and coordinate with the CHRIMP division officer for CHRIMP related management issues.

Will direct that the HAZMAT Coordinator, or personnel designated by the command, is the only personnel authorized to order HAZMAT items.

CHRIMP Center:

Will operate customer service hours for issuing and receiving HAZMAT during the hours of 0730-1600 Monday through Friday. Emergency service provided after hours and on weekends by duty personnel.

Will issue material only to command authorized personnel.

Will issue only materials in the smallest unit of issue for maximum utilization. Agrees to provide an accurate Material Safety Data Sheet (MSDS) with all HAZMAT issued when the required information is not already in possession of the customer.

Maintain and manage the Master Authorized Users List. Initiate and route via proper chain of command new requests for Hazardous Material. Delete and add Hazardous Material as required from/to the AUL.

Maintain and manage the Master MSDS Library. Assign unique identifiers to manufacturers' MSDSs.

Will provide an itemized receipt with each delivery to be signed by both delivery and receiving parties.

Manage and audit HSMS to afford SUBASE Environmental the best possible data available for their reporting requirements.

Will not assume responsibility for hazardous waste disposal. Commands/departments utilizing the NSSF HAZMIN Center service will retain full responsibility for fees and associated costs for disposal of hazardous waste.

Liability:

This section is to specifically address any liability exposure interpreted by the federal, state, and county environmental agencies or by courts in any jurisdiction.

The Naval Submarine Support Facility Hazardous Material Minimization Center will be held harmless for any and/or all consequences related to the customers improper use of storage facilities, failure to maintain adequate/appropriate segregation of materials and/or improperly knowingly disposing of hazardous materials in such a manner as to violate existing regulations."

(This Memorandum was signed by NSSF Supply Officer on 6 June 1998 and by CO NAVSUBSCOL on 10 June 1998, when it took effect.)

JUSTIFICATION FOR ADDITION TO AUTHORIZED USE LIST

REQUESTING DEPARTMENT/WORK CENTER:_____

BLDG & RM MATERIAL TO BE HELD IN: _____

**********

MSDS ATTACHED (Y/N): _____ SARA ITEM (Y/N): _____

TRADE NAME/PRODUCT NAME:_____

PRODUCT DESCRIPTION:_____

MANUFACTURER NAME:_____

ADDRESS:_____

_____ TEL #:(____) ____ - _____

CAGE #: _____ MFR PART #:_____

NSN #: _____ MILSPEC #:_____

QUANTITY TO BE PURCHASED:(BE SPECIFIC)_____

ESTIMATED HIGH LIMIT:_____ ESTIMATED LOW LIMIT:_____

CONTAINER:(CN, TB, DR...)_____ SIZE:(5GL, 1QT...)_____

ESTIMATED QUARTERLY USAGE RATE:_____

DISPOSAL REQUIREMENTS:_____

_____

JUSTIFICATION FOR USE:_____

_____

MRC #:_____ REFERENCE/TECH MANUAL:_____

BUILDING MANAGER:_____ PHONE EXT:_____

DEPARTMENT HEAD: _____ PHONE EXT:_____

CHRIMP CENTER: __ _____ PHONE EXT:_____

ADDED TO AUL:_____ UPDATED MSDS CATALOG:_____
DATE DATE

APPROVED:_____ DATE:_____
HMC&M PROGRAM MANAGER

## HAZARDOUS MATERIAL BUILDING INSPECTION PROGRAM

1. Building inspections will be conducted monthly by the Departmental HMCM Representative accompanied by the Building Manager. The results will be documented on this enclosure. Be specific as to discrepancies. Use extra paper if necessary to document discrepancies.

2. Discrepancies and corrective actions will be forwarded to the HMCM Program Officer within 5 working days.

## HAZARDOUS MATERIAL BUILDING INSPECTION CHECKLIST

| | YES | NO |
|---|---|---|
| All original containers will be labeled properly with the manufacturer's original label or DD Forms 2521, 2522 or a legible facsimile. | ___ | ___ |
| Breakdown containers will be labeled with DD Forms 2521, 2522 or a legible facsimile. | ___ | ___ |
| Flammables (flash point of less than 140 degrees Fahrenheit) will not exceed one day's use outside of a flammable storage locker. | ___ | ___ |
| Large quantities of flammables will be stored in approved storage areas and flammable lockers. | ___ | ___ |
| Flammable/corrosive storage lockers will meet all requirements of this instruction, and will have current monthly maintenance inspections. | ___ | ___ |
| All cleaning rags are stored properly in approved containers. | ___ | ___ |
| Storage areas for hazardous materials are marked clearly and MSDSs are located in the storage areas along with the AUL or building inventory. | ___ | ___ |
| Containers properly closed and show no evidence of corrosion. | ___ | ___ |
| Storage areas are neat and orderly and materials are stored IAW encl (5). | ___ | ___ |
| There is no storage of expired shelf life items. | ___ | ___ |

Make spot checks on various items of hazardous materials to ensure they are on the current NAVSUBSCOL Authorized Users List and that the users are the authorized code. ___ ___

Mechanical rooms are not to be used for storage of any HM with a flash point of 200 degrees Fahrenheit or less. ___ ___

Check hazardous waste satellite/accumulation/recycle areas for good housekeeping. ___ ___

Are all hazardous wastes streams identified and being disposed of through an approved hazardous waste site. ___ ___

Supervisors/students involved in maintenance activities aware of hazards associated with the substances they are using. (Oral examination encouraged). ___ ___

## COMPATIBILITY OF HAZARDOUS MATERIALS

| | Acid | Caustic | Organics | Oxidizers | Reactive | General |
|---|---|---|---|---|---|---|
| Acid | -- | NC | NC | NC | NC | NC |
| Caustic | NC | -- | NC | C | NC | NC |
| Oxidizers | NC | C | NC | -- | NC | C |
| Reactive | NC | NC | NC | NC | -- | NC |
| General | NC | NC | NC | C | NC | C |

C = Compatible, NC = Not Compatible

HAZARDOUS MATERIAL INVENTORY SHEET

DEPARTMENT/WORK CENTER:_____ BLDG & RM #:_____

BUILDING MANAGER:_____ PHONE EXT:_____

**********

MSDS #:_____ MSDS/HMIS ON HAND (Y/N):_____

IS THIS A SARA ITEM? **THIS BLOCK IS MANDATORY** (Y/N):_____

TRADE NAME/PRODUCT NAME:_____

PRODUCT DESCRIPTION:_____

MANUFACTURER NAME:_____

ADDRESS:_____

_____ TEL #:(____)____-_____

CAGE #: _____ MFR PART #:_____

NSN #: _____ MILSPEC #:_____

HIGH LIMIT:_____ LOW LIMIT:_____ ON HAND:_____

CONTAINER:(CN, TB, DR...)_____ SIZE:(5GL, 1QT...)_____

SHELF LIFE EXPIRATION DATE:(IF APPLICABLE)_____

QUARTERLY USAGE RATE:_____

DISPOSAL REQUIREMENTS:_____

_____

_____

_____

JUSTIFICATION FOR USE:_____

_____

MRC #:_____ REFERENCE/TECH MANUAL:_____

REASON FOR SUBMITTAL: ADD _____ MODIFY _____ DELETE _____

## SPILL/RELEASE REPORTING PROCEDURE

In the event of a spill or inadvertent release of hazardous material, the senior person present in the area shall cease all operations and if possible, and with all due caution, safely contain/clean up the spill. Immediately notify the building manager. All materials used in the containment/clean up (i.e. absorbent materials and rags) are HW and must be containerized and disposed of as HW.

If containment of the spill/release is beyond the capabilities of those involved, or there is doubt as to the health and safety of personnel, or if more than one pound of HM is released to the environment, the area will be evacuated immediately and the following offices notified:

| | |
|---|---|
| SUBASE Fire Department | x3333 |
| SUBASE OOD | x3444 |
| NAVSUBSCOL CDO/OOD | x3748 |
| NAVSUBSCOL HMC&M Manager | x3574 |

In addition the Department Head responsible for the space and the building manager will be notified.

## NAVSUBSCOL SATELLITE SITE MONTHLY INSPECTION CHECKLIST

| **BINDER REQUIREMENTS** | YES | NO |
|---|---|---|
| 1. Emergency Information | ___ | ___ |
| a. Contingency plan | | |
| b. Site map | | |
| c. Spill/Release reporting procedure (NAVSUBSCOLINST 5090.1B) | | |
| d. Hazardous Waste Spill Contingency Plan (SOPA(ADMIN)NLONINST 5090.2C) | | |
| 2. Weekly Inspections | ___ | ___ |
| a. Performed with no more than 7 days between inspections | | |
| b. Use inspection sheet from current SOPA(ADMIN)NLONINST 5090.2C | | |
| c. Inspector's name printed, and signature | | |
| d. Corrective action taken | | |
| e. Maintain Weekly Inspection Log for no less than 3 years | | |
| 3. Disposal Log | ___ | ___ |
| a. Site specific | | |
| b. One for each container (other than those filled at one time) | | |
| 4. Monthly NAVSUBSCOL inspections performed by Site Coordinators | ___ | ___ |
| a. Performed about mid-month | | |
| b. Maintain for at least one year | | |
| 5. Monthly SUBASE Inspections | ___ | ___ |
| a. Maintain for no less than 3 years | | |
| b. If SUBASE did not perform inspection, contact NAVSUBSCOL HMCM | | |
| c. Corrective action taken | | |
| 6. Waste Stream Profile Documentation | ___ | ___ |
| a. Individual profiles with attached MSDSs | | |
| b. Current list of Waste Stream Profiles per SOPA(ADMIN)NLONNOTE 5090 | | |

7. Site Establishment Letter ___ ___

   a. Letter requesting site establishment
   b. Letter granting site establishment

8. Site Coordinator Assignment Letters and Certification ___ ___

   a. Letter of Assignment
   b. Letter of Acknowledgment
   c. Current and past training certificates
   d. Maintain "a", "b" and "c" for all current and past coordinators*
   e. Maintain training certificates for anyone who has performed weekly inspections

*NOTE: "a", "b" and "c" will be together and in consecutive order.

9. User OJT Training Records ___ ___

   a. Include Name/Rate/Department/Site/Date
   c. Outline of OJT training

10. Instructions ___ ___

   a. Current SUBASE Hazardous Waste Management Plan (HMWP)
   b. Current NAVSUBSCOL Hazardous Material Control and Management Plan (HMCM)
   c. Current NAVSUBSCOL Hazard Communication Program

**PHYSICAL SITE REQUIREMENTS** YES NO

1. Containers ___ ___

   a. In good condition, no dents or corrosion
   b. All tops/bungs/vents/bolts closed and tight when not in use
   c. Tops/sides/bottoms free of spillage or residue
   d. Containers compatible with material to be stored

2. All hazardous waste containers labeled with a HW/NON-REG/ RECYCLE label ___ ___

   a. HAZWASTE label will be filled in completely (Accumulation date will be entered when call is made to A85 for pickup).
   b. NON-REG label will contain the following information: Waste description, HW coordinator, telephone number, EPA Waste Code and Waste Profile number.

c. Labels clean and legible
d. Containers free of markings associated with past use

3. Secondary Containment ___ ___

a. Liquid HW containers have adequate secondary containment. 10% of total volume or equal to largest container, whichever is greater
b. Liquid HW containers positioned such that no containers overhang the edge of containment.
c. Containment area free from cracks and other damage
d. Containment area clean and free of spill residue, rags, leaves, ropes, rainwater, or other debris

4. Capacity ___ ___

a. No more than 55 gallons present or 1 quart of acutely hazardous waste
b. If 55 gallons reached, movement to accumulation area or A-85 scheduled to take place within 3 working days to reduce amount to less than 55 gallons

5. Storage/Positioning ___ ___

a. Adequate aisle space provided to inspect all containers
b. Containers stored such that all containers visible for inspection

6. Contingency Equipment ___ ___

a. Accumulation area placard or sign with the following information: emergency contact, phone number, site number, shop code
b. Clearly labeled spill kit maintained at site (minimum of a broom, dustpan and absorbent material)
c. Contingency Plan posted
d. Contingency Map posted

| Name | Signature | Site | Date |
|---|---|---|---|

**NAVSUBSCOL ACCUMULATION AREA MONTHLY INSPECTION CHECKLIST**

| **BINDER REQUIREMENTS** | YES | NO |
|---|---|---|
| 1. Emergency Information | ___ | ___ |
| a. Contingency plan | | |
| b. Site map | | |
| c. Spill/Release reporting procedure (NAVSUBSCOLINST 5090.1B) | | |
| d. Hazardous Waste Spill Contingency Plan (SOPA(ADMIN)NLONINST 5090.2C) | | |
| 2. Daily Inspections | ___ | ___ |
| a. Performed daily | | |
| b. Using inspection sheet from current SOPA(ADMIN)NLONINST 5090.2C | | |
| c. Inspector's name printed, and signature | | |
| d. Corrective action taken | | |
| e. Daily Inspection Log maintain for no less than 3 years | | |
| 3. Disposal Log | ___ | ___ |
| a. Site specific | | |
| b. One for each container (other than those filled at one time) | | |
| 4. Monthly NAVSUBSCOL inspections performed by Site Coordinators | ___ | ___ |
| a. Performed about mid-month | | |
| b. Maintained for at least one year | | |
| 5. Monthly SUBASE inspections | ___ | ___ |
| a. Maintain for no less than 3 years | | |
| b. If SUBASE did not perform inspection, contact NAVSUBSCOL HMCM | | |
| c. Corrective action taken | | |
| 6. Waste Stream Profile Documentation | ___ | ___ |
| a. Individual profiles with attached MSDSs | | |
| b. Current list of Waste Stream Profiles per SOPA(ADMIN)NLONNOTE 5090 | | |

7. Site Establishment Letter ___ ___

   a. Letter requesting site establishment
   b. Letter granting site establishment

8. Site Coordinator Assignment Letters and Certification ___ ___

   a. Letter of Assignment
   b. Letter of Acknowledgment
   c. Current and past Training Certificates
   d. Maintain "a", "b" and "c" for all current and past Coordinators*
   e. Maintain training certificates for anyone who has performed weekly inspections

*NOTE: "a", "b" and "c" will be together and in consecutive order.

9. User OJT Training Records ___ ___

   a. Include Name/Rate/Department/Site/Date
   b. Outline of OJT training

10. Instructions ___ ___

   a. Current SUBASE Hazardous Waste Management Plan (HMWP)
   b. Current NAVSUBSCOL Hazardous Material Control and Management Plan (HMCM)
   c. Current NAVSUBSCOL Hazard Communication Program

**PHYSICAL SITE REQUIREMENTS** YES NO

1. Containers ___ ___

   a. In good condition, no dents or corrosion
   b. All tops/bungs/vents/bolts closes and tight when not in use
   c. Tops/sides/bottoms free of spillage or residue
   d. Containers compatible with material to be stored
   e. Containers greater than 26 gallons containing Volatile Organic Compounds DOT approved

2. All hazardous waste containers labeled with a HW/NON-REG/ RECYCLE label ___ ___

   a. HAZWASTE label will be filled completely
   b. NON-REG label will contain the following information: Waste description, HW coordinator, telephone number, EPA Waste Code and Waste Profile number.

c. Labels, clean and legible
d. Containers free of markings associated with past use
e. Accumulation start date on label and less than 30 days old. If no, list by name and document number from 1348-1 on reverse

3. Secondary Containment ___ ___

a. Liquid HW containers have adequate secondary containment. 10% of total volume or equal to largest container, whichever is greater
b. Liquid HW containers positioned such that no containers overhang the edge of containment.
c. Containment area free from cracks and other damage
d. Containment area clean and free of spill residue, rags, leaves, ropes, rainwater or other debris

4. Segregation ___ ___

a. Flammables, corrosives, oxidizers and reactive material stored in separate secondary containment

5. Storage/Positioning ___ ___

a. Adequate aisle space provided to inspect all containers
b. Containers stored such that all containers visible for inspection

6. Contingency Equipment ___ ___

a. Accumulation area placard or sign with the with the following information: emergency contact, phone number, site number, shop code
b. Clearly labeled spill kit maintained at site (minimum of a broom, dustpan and absorbent material)
c. Charged fire extinguisher readily available
d. Contingency Plan prominently posted containing area map indicating locations of nearest fire alarm, fire fighting equipment, phone and spill kit.
e. Written procedures in place to notify the Fire Department if other than by telephone or fire alarm.

| Name | Signature | Site | Date |
|---|---|---|---|